

INDIANA DEPARTMENT OF COMMERCE
ENTERPRISE ZONE BROWNFIELD GRANT APPLICATION

Deadline: One original and three copies of this application must be received by the Community Development Division of the Indiana Department of Commerce no later than May 17th, 2001

Note: In order for the applicant to receive 100% of the grant funds requested, a limited scope audit must be performed for the project. The audit is NOT an eligible expenditure for the purposes of this grant. Refer to page 11 for audit guidelines.

I. APPLICANT:

Urban Enterprise Association: _____ Contact: _____

Fed. I.D.#: _____

Partner Organization(if applicable): _____ Contact: _____

Street Address: _____

City, County, Zip Code: _____

Phone: (_____) _____ Fax: (_____) _____

Organization performing the site assessment: _____ Contact: _____

Street Address: _____

City, County, Zip Code: _____

Phone: (_____) _____ Fax: (_____) _____

Please attach chosen work plan, as well as all other work plans submitted to your organization for review.

Partner organization information is only applicable when an UEA serves as the lead applicant for a third party. The partner organization should give street address, phone, etc. for the home office, even if it is not located in the Enterprise Zone.

II. PROGRAM/PROJECT NAME AND BRIEF DESCRIPTION: *Briefly outline intended use of grant funds and end use for property*

III. USE OF FUNDS:

Check one of the eligible activities for which you intend to receive reimbursement:

☐ Phase I ☐ Phase II ☐ Phase I & II

Total Enterprise Zone brownfield grant funds requested: \$ _____

Total proposed cost of site assessment: \$ _____

Total proposed program/project costs: \$ _____

- *Please be careful to address every question.*

- *Number each page of application. Tabs are encouraged.*
- *Failure to address requested information could result in rejection of application.*
- *Although a completed application may require more space than is provided in this form, your organization's EZ Brownfield grant application should follow this exact format. Please attach additional pages if necessary.*

IV. THRESHOLD CRITERIA: PLEASE REVIEW EACH OF THE FOLLOWING QUESTIONS. ANY QUESTIONS NOT ANSWERED IN THE AFFIRMATIVE WILL RESULT IN THE DISQUALIFICATION OF THIS APPLICATION.

Does your organization have access to the site which is proposed for assessment?

☐ YES ☐ NO

- Please provide supporting documentation to support an affirmative answer.

Has your organization received a minimum of two proposed work plans for site assessment?

☐ YES ☐ NO

- Please provide supporting documentation to support an affirmative answer.
- If your organization has chosen a higher-cost bid, please justify the choice.

Has your organization conducted a public hearing? Was the hearing advertised at least ten working days prior to the date of the hearing?

☐ YES ☐ NO

Has your organization provided every applicable attachment requested in the final pages of the application?

☐ YES ☐ NO

Has your organization provided one original and three copies of the completed application?

☐ YES

☐ NO

Will your organization request a Comfort Letter or Site Status Letter from the Indiana Department of Environmental Management for this project?

☐ YES

☐ NO

☐ MAYBE

V. PROJECT DESCRIPTION/TIMELINE:

SITE NAME: _____

SITE ADDRESS: _____

CITY: _____ COUNTY: _____

ZIP: _____

(A) Briefly describe the proposed project. (Please include a site description, history of the site and description of any previous environmental work that has taken place.)

(B) Provide a detailed timeline for implementation of the proposed project.

- Timeline should start February 2001 (estimated date of returned executed grant agreement).
- Timeline should end with successful recycling of land to proposed end-use.

VI . ECONOMIC DEVELOPMENT POTENTIAL: (75 total points possible)

Briefly describe the positive impact of the projected end use for your community.

(25) (A) **Existing Assets of Property:**

- (i) Please check the boxes below that apply to the proposed project. Please feel free to list other assets that are not listed below:

- | | | | |
|---|---|--|--------------------------------------|
| <input type="checkbox"/> Water | <input type="checkbox"/> Sewer | <input type="checkbox"/> Electric | <input type="checkbox"/> Rail Access |
| <input type="checkbox"/> Curbs | <input type="checkbox"/> Sidewalks | <input type="checkbox"/> Proximate Labor Force | |
| <input type="checkbox"/> Communication lines | <input type="checkbox"/> Proximity to major roads, highways | | |
| <input type="checkbox"/> Other (please describe): | | | |

- (ii) Briefly describe how the existing assets present on the property will aid in completing the proposed project:

(25) (B) **Viability of End Use:**

- (i) Please check the box/boxes that best describe the intended end use for the property that is to be assessed:

- | | | |
|---|---|---|
| <input type="checkbox"/> Greenway | <input type="checkbox"/> Senior Center | <input type="checkbox"/> Daycare |
| <input type="checkbox"/> Industrial | <input type="checkbox"/> Housing | <input type="checkbox"/> Speculative |
| <input type="checkbox"/> Commercial | <input type="checkbox"/> Community center | <input type="checkbox"/> Educational facilities |
| <input type="checkbox"/> Other (please describe): | | |

- (ii) Describe why your organization believes the proposed end-use:

- is appropriate for the wants and needs of residents of the enterprise zone; and
- does not conflict with the existing land-use patterns for the enterprise zone.

VI . ECONOMIC DEVELOPMENT POTENTIAL, CONTINUED: (75 total points possible)

Briefly describe the positive impact of the projected end use for your community.

(25) (C) **Planning and Preparation:**

(i) ***Planning:*** Please provide evidence that the proposed project is consistent with the UEA's strategic plan and the existing economic development plans of the municipality (if available).

(ii) ***Preparation:*** Please provide evidence that your organization has taken the necessary steps to insure that the proposed project will be completed.

(a) Project Management: What party/parties will carry the property from assessment to the successful completion of the project? Please provide an outline of the steps to completion and the party/parties that will be responsible for carrying out each step.

(b) Marketing Plan: Answer **one** of the following series of questions that is most appropriate.

Intended end-user [type of end-use is identified (commercial, residential, etc.), but developer has not been identified]: What is the intended use?

End-user identified: Who will be the end-user? Please describe the intended end-use.

Speculative end-use: If your organization intends to assess and/or remediate the property with no specific end-user in mind, please describe the marketing plan for the property. What assets will you market; what demographic will your marketing target; how much money will be allocated towards marketing; who will market the property?

Part VI Total: ()

VII. URBAN ENTERPRISE ZONE PERFORMANCE MEASURES: (75 total points possible)

(25) **(A) Increased Capital Investment:**

How has the UEA increased capital investment in the enterprise zone (excluding reinvestment made directly by businesses into their enterprise zone location)?

Examples:

- Loans to businesses for enhancements (i.e. façade improvements, physical business expansions)
- Infrastructure assistance (either directly to a business or as a loan to the municipality)
- Improvement of housing stock (either home rehabilitation or construction of new homes)

(25) **(B) Increased Job Creation and/or Retention:**

How has the UEA influenced job creation and/or retention in the enterprise zone?

Examples:

- Grants and/or loans to businesses expanding or locating a workforce into the enterprise zone
- Marketing the enterprise zone for business attraction
- Assistance in the creation of new businesses

(25) **(C) Increased Employment Opportunities for Zone Residents:**

How has the UEA assisted enterprise zone residents in overcoming obstacles to employment?

Examples:

- Transportation assistance
- Provision of daycare
- Job training assistance or provision
- Provision of educational opportunities (GED, 4-year degree)

Part VII Total: ()

VIII. COMMUNITY SUPPORT: (50 total points possible)
(40) (A) Evidence of Community Support:

Please attach letters of support, newspaper articles, resolutions, etc. Any attachments should be current.

(i) Demonstrate the support or opposition of the *appropriate* authorities on the subject.

(ii) Demonstrate the support or opposition of the community at large.

(10) (B) Publicly-Held Meetings:

- (i) ***Public Hearing:*** A public hearing to discuss the proposed development and its impact on the community must be held in compliance with the Indiana Code prior to submitting the application.
- Under Indiana Code (IC 5-3-1-2(b)) there must be (at least) one advertisement at least ten (10) calendar days prior to the scheduled hearing.
 - The publisher's affidavit(s) documenting publication date for the public hearing must be attached to the application.
 - The Citizen Participation Report must be completed.
 - The minutes of the public hearing, including a list of attendees as an attachment.

Citizen Participation Report:

- 1) Notice of public hearing concerning the proposed development and its impact on the community:

 Date of Publication _____ / _____ / _____

 Date of Hearing _____ / _____ / _____
- 2) Describe other methods used to solicit participation of zone residents (i.e.: advertising, posters, fliers, etc.):
- 3) Denote any adverse comments/complaints received and describe resolution of those complaints:

Part VIII Total: (____)

PROJECT BUDGET AND COST SHARING SCHEDULE							
COMMUNITY						GRANT NUMBER (For Office Use)	
ITEM NUMBER	ACTIVITY DESCRIPTION	GRANT FUNDS	%	LOCAL FUNDS	%	TOTAL FUNDS	%
PHASE I							
01	Professional Services (Specify – Staff/Salaries)						
02	Regulatory Records Search and Site Records Review						
03	Surveying and Mapping						
04	Site Visit						
05	Report Preparation						
06	Misc. (Specify)						
PHASE II							
01	Professional Services (Specify – Staff/Salaries)						
02	Site Visit						
03	Sampling and Field Work (Specify – Soil, Groundwater, etc.)						
04	Equipment and Supplies						
05	Laboratory Analysis (Specify Parameters, and Cost/Sample)						
06	Other Investigative Analysis						
07	Report Preparation						
08	Misc. (Specify)						
TOTALS							

IX. ATTACHMENTS:

- ☐ Letters of endorsement; articles, resolutions, etc. demonstrating community support.
- ☐ Proof of not-for-profit, tax-exempt status with Internal Revenue Service.
- ☐ Proof of not-for-profit, tax-exempt status with the Indiana Department of Revenue.
- ☐ A copy of the organization's most recent report to the Secretary of State, "Annual Report of Non-Profit Corporation." This can be obtained through the Corporations Division of the Office of the Secretary of State, (317)232/6576.
- ☐ A copy of the organization's most recent financial statement (1999).
- ☐ Please attach your current operating budget and the previous year's budget.
- ☐ A list of Board of Directors and their affiliations.
- ☐ The publisher's affidavit(s) documenting publication date for the public hearing.
- ☐ Citizen Participation Report.
- ☐ The minutes of the public hearing, including a list of attendees.
- ☐ Map of the project area indicating the location of the project (last page of application A).
- ☐ Work Plan from Chosen Consultant.
- ☐ Work Plan(s) from other consultant(s) who bid on project.
- ☐ Documentation of site access (e.g. deeds).
- ☐ All environmental reports conducted on the subject site.
- ☐ Passages from Strategic Plan(s) of UEA and other economic development organizations, that support the proposed end use of site to be assessed.

X. CERTIFICATION OF APPLICANT'S CHIEF ELECTED OFFICER (UEA BOARD PRESIDENT)

I certify that submission of this application has been duly authorized by the governing body of the applicant; that the applicant has the legal capacity to carry out the proposed program; and that the proposed program is designed to meet the community economic development goals of the applicant's service area. I understand the Indiana Department of Commerce retains the right to award less than the requested amount and make conditional awards.

Signature _____ Date _____

Printed name and title _____

Limited Scope Audit of UEZ Brownfield Grants must include the following:

- A complete and detailed analysis of the grant, local and/or other funds allocated for the project.
- A written opinion of whether funds were expended for activities consistent with the Grantee's application and Exhibit B.
- Detail of expenditures in comparison of Exhibit B budget line items.
- Detail of any project costs accrued, but not yet expended, if any.
- Detail of drawdown requests, local and/or other fund sources.
- Detail of any in-kind funds and sources, if any.

The limited scope audit must be submitted upon the completion of the project, and the Urban Enterprise Association is responsible for costs incurred for conducting the audit.